



Q1. Section 4.2.4, page 14 Licenses/Certificates/Credentials

We do not see in the RFP where any specific licenses/certificates/credentials are required for a center. Is this section requesting something specific? Credentials for staff are covered in Section 4.2.5.1.5.

**R1. No specific licenses/certificates/credentials for a center are required. If an organization has some that might be relevant, these should be provided. Credentials for staff should be provided as specified in Section 4.2.5.1.5.**

Q2. Section 4.2.5.1.2. REFERENCES

a) In addition to the requested references, this section also requests a list of all current and past contracts with the Department and other state agencies within the past three years. It looks like this same request is made in the following section 4.2.5.1.3 PAST AND PRESENT CONTRACTUAL RELATIONSHIPS WITH THE DEPARTMENT. Do you want applicants to include the list in both sections?

b) Is the RFP requesting a list of references or actual letters of reference?

**R2. a) Yes. Please provide the list in both sections as specified.**

**b) Letters of reference.**

Q3. 4.2.5.1.5 Job Descriptions--Do we insert these here and number them with an individual page number that will count against our 50 page limit or do we put these in an appendix?

**R3. Put job descriptions in an appendix.**

Q4. 4.2.5.1.7 Background checks--Do we submit a copy of background ABI letter, with page numbers that count against our 50 pages, or do we provide a statement that all employees have had these checks?

**R4. Please provide a copy of the actual background ABI letter in an appendix.**

Q5. Section 4.2.5.1.7. BACKGROUND CHECKS

This section requests documentation that each employee has had a criminal background check. Do you want copies of the actual criminal background clearance report forms related to employees or documentation that this clearance is required?

**R5. Please provide a copy of the actual criminal background clearance report forms for each employee in an appendix.**

Q6. 4.2.5.2 Vendor Financial Stability--Each of our A-133 Independent Audits for the past 3 years is about 15 pages long. Do we number these pages or how do we set them up inside the section or do we put audit copies in an appendix?

**R6. Please put audit copies in an appendix.**



Q7. 4.2.5.3.2 Start Up Plan--I'm a little confused about the wording of sentence # 2 in this section. Any proposed additions to the tasks outlined in Section 3:Scope of Work-- does that mean any additional services to the 3.2 and 3.3 sections Core Components and Community Specific Components?

**R7. Yes. Please include here any specific tasks that will be needed in order to start the project that have not already been covered in Section 3.**

Q8. 4.2.5.3.7 Community Specific Components-- Does this mean we need to have a DHR support letter or just address collaboration and agreement? In the past we have provided a letter of support.

**R8. Please provide a letter or support from your County DHR that addresses collaboration and agreement with the proposal.**

Q9. 4.2.5.4.1 DHR representative is now required to be on our Board. Our local DHR Director serves on Board. Is this no longer so? Can she stay on as an Ex-Officio member under this regulation or not?

**R9. Your DHR Director can no longer serve on the Board. Continuing their participation as an ex-officio member is acceptable.**

Q11. Section 4: Proposal Format and Instructions on page 21. Section 4.2.5.1.7 Background checks "Provide documentation that each employee has had a criminal background check."

Does this documentation on each employee need to be sent with the Proposal or maintained on site, such as in their personnel file?

**R11. Please provide copies of the background check for each employee in an appendix.**

Q12. Sections 4.2.5.3.5 and 4.2.5.3.7 EVALUATION and COMMUNITY-SPECIFIC COMPONENTS

In these two sections, networking with county DHR is referenced. If the vendor is not proposing any programmatic changes that require county DHR concurrence, are you expecting a letter from county DHR endorsing the proposal?

**R12. Please provide a letter from your county DHR endorsing the proposal whether programmatic changes are proposed or not.**

Q13. Section 4: 2.4 Licenses/Certification/Credentials. It says to forward all "required Licenses, Certificates, and/or Credentials."

Just wondering what is required. We have Child Care licenses, but no funds from FP/SS come from our Dove's Nest. Is that the kind of thing that this is referring to? It may just need the statement that this does not apply, but.....wanted to make sure before I ASSUMED.

**R13. Only include licenses, certificates, and/or credentials for programs proposed**



**to be funded by DHR through this proposal.**

Q14. Page 20, 4.2.5.1.2 References: Will letters of reference be preferred or just the names of the three references?

**R14. Please include letters of reference in an appendix.**

Q15. Page 21, Project Staff/Resumes/Job Descriptions: Should resumes be included along with job descriptions?

**R15. Please provide job descriptions only in this section.**

Q16. Section 5.0 BUDGET

We have questions regarding the fiscal range for the Montgomery center

- a) Does the range include the sub-contracts that the center currently maintains in support of statewide efforts for FO training, FSC training, and statewide printing? If so, should the proposal budget include these same line items and what amount of the range is to be dedicated to those efforts?
- b) Does the range include the Morning Star Program and if so, what amount of the range is to be dedicated to Morning Star?
- c) Can the center's proposal be presented without the Morning Star program included? If so what would be the financial range available to the center without Morning Star?

**R16. a) The funding range does include sub-contracts currently maintained in support of statewide efforts for FO training and printing. FSC training is not included. Please include these same line items at \$58,000 for FO training and \$350 for statewide printing.**

**b) The funding range does include the Morning Star Program. The range for the Morning Star program is \$200,000 to \$210,000 and the range for the FSC is \$555,000 to \$595,000.**

**c) If continued funding for the Morning Star program is desired, it must be included in the center's proposal. If not, the center's proposal without Morning Star can be presented with the funding range listed above.**

Q17. Section 6.O Evaluation Criteria on page 26 Scoring Scale, Category: Method of Providing Services, sections A - I "60% of points for a possible 600 points"

When the points on sections A - I are totaled they add up to 700 instead of 600, clarification is needed.

**R17. See Attachment A for correct evaluation information.**

Q18. I did not see any provision for an Appendix with other than the stated forms that are part of the RFP. Should everything, i.e. audits, job descriptions, etc. be in the



individual sections with page numbers. If so, I'm afraid our page number limit will be exceeded quickly.

**R18. No, these items may be included in an appendix.**